

Sample Letter

(TYPE ON LETTERHEAD PAPER)

(Date)

FPMS Coordinator
US Army Engineer District, Baltimore
ATTN: CENAB-PL-E
P.O. Box 1715
Baltimore, Maryland 21203-1715

Dear Sir:

In accordance with the provisions of Section 206 of the Flood Control Act of 1960, as amended, which authorizes the Corps of Engineers to use its technical expertise in floodplain management matters to help those outside the Corps, both federal and non-federal, the **(requesting agency)** hereby makes formal application for assistance for **(body of water or waterway)**, located in **(City, Township or Borough)**, in **(County and State)**.

Property descriptions, **(site plans, maps, and/or photographs)** are included as attachments. Upon your review of this initial request, we would like to discuss the availability of information, required schedule, and level of effort required **(to negotiate the appropriate charge if applicable)**. Please contact **(Name, title, and phone number)** to arrange a further discussion of this request.

Signature of Cooperating Agency